CTE Skill Certificate Test
Performance Documentation

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Leadership Management A **# Students in course:**
Test Number: 419 **# Students tested:**
School: **Date:**
Instructor's Name:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Define the roles of each officer and/or members in affiliated organization. Include an organizational map.
2. Continually utilize an effective time management system—planner, palm pilot, calendar, etc.
3. *Utilizing strategies and tactics, establish short- and long-range goals for student AND affiliated organization, complete with deadlines.*
4. Create a budget for organization or activity.
5. Using an appraisal and conflict management tools, evaluate performance of self and others affiliated with organization, and effectively follow-up

ADDITIONAL PERFORMANCES
(If teaching Leadership Management—Semester "B," student may complete these performance competency during either 1st or 2nd semester)

1. Demonstrate essential leadership competencies through professional presentation skills.
2. Demonstrate the ability to use technology by utilizing presentation software (i.e., Microsoft PowerPoint) during a formal presentation

Each performance is documented and kept on file for two years. (check one or more)

☐ Individual student performance tracking sheets

☐ A class period summary score sheet

☐ Recorded and identified in the class grade book

Instructor's Signature:_____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.